



# APPLICATION FOR EMPLOYMENT

Form APB01

Reference No.

*Private & Confidential*

Please return this form to: **BRANCHING OUT 27 GRANGE LANE LITTLEPORT ELY CB6 1HW**

Position applied for: \_\_\_\_\_

Name: Title: \_\_\_\_\_ Forename: \_\_\_\_\_ Surname \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Telephone No: Landline \_\_\_\_\_ Mobile \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Current Driving Licence: Yes / No Groups: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Details of any endorsements: \_\_\_\_\_

Are there any restrictions on your taking up employment in the UK? Yes / No

If yes, please provide details: \_\_\_\_\_

Education:	School/College/University	Qualifications Gained
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Other training	_____	_____
	_____	_____
	_____	_____

*Employment History: (please complete, starting with current position - use a separate sheet if necessary)*

FROM	TO	Name & Address: _____
		Job Title: _____ Rate of Pay: _____
		Duties: _____
		_____
		_____
		Reason for leaving: _____

FROM	TO	Name & Address: _____
		Job Title: _____ Rate of Pay: _____
		Duties: _____
		_____
		_____
		Reason for leaving: _____

FROM	TO	Name & Address: _____
		Job Title: _____ Rate of Pay: _____
		Duties: _____
		_____
		_____
		Reason for leaving: _____

FROM	TO	Name & Address: _____
		Job Title: _____ Rate of Pay: _____
		Duties: _____
		_____
		_____
		Reason for leaving: _____

FROM	TO	Name & Address: _____
		Job Title: _____ Rate of Pay: _____
		Duties: _____
		_____
		_____
		Reason for leaving: _____

FROM	TO	Name & Address: _____
		Job Title: _____ Rate of Pay: _____
		Duties: _____
		_____
		_____
		Reason for leaving: _____

*Other Employment (Please note here any other employment you would continue with if you were to be successful in obtaining this position):*

\_\_\_\_\_

*Leisure (please note here your leisure interests, sports, hobbies and other pastimes, etc.):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*References (Please note here the names and addresses of two persons from whom we may obtain both character and work experience references. If you are applying for a post which required unsupervised access to children/adults at risk, we reserve the right to approach any past employer for a reference):*

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
May we approach the above prior to interview?      YES      NO

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
May we approach the above prior to interview?      YES      NO

*Cautions, rehabilitation and criminal records. Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check/provide a PVG Scheme Record or Scheme Record Update. Any disclosure made by the Disclosure and Barring Service/Disclosure Scotland will remain strictly confidential.*

*Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?      YES /      NO      (delete as required)*

*If YES, please give details:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*General Comments (Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role - as summarised in the person specification.) Please continue on a separate sheet of paper if necessary and attach. this information will help us when assessing your application:*

*Special requirements (Care Sector)*

Because this position involves the care of children and/or adults at risk, employment is dependent on:

- 1) Your written consent to obtaining a Disclosure and Barring Certificate from the Disclosure and Barring Service/Disclosure Scotland or an approved umbrella body or provision of a PVG Scheme Record/Scheme Record Update.
- 2) Such disclosure being acceptable.
- 3) Proof of identity - birth or marriage certificate (where appropriate) and passport (if available).
- 4) Two satisfactory written references.
- 5) That you will supply a photograph of yourself for retention in your records.
- 6) Evidence of physical or mental suitability for your work.

**Declaration (Please read this carefully before signing this application)**

- 1) I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
- 2) Should we receive further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
- 3) I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will apply to the Disclosure and Barring Service/Disclosure Scotland for a Disclosure and Barring Certificate/PVG Scheme Record or Scheme Record Update. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn or my employment terminated.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

All organisations using the Disclosure and Barring Service and/or Disclosure Scotland to help assess the suitability of applicants for positions of trust and who are recipients of disclosure information must comply fully with the relevant Code of Practice. Amongst other things this obliges them to have a written policy on the recruitment of ex-offenders. This must be given to all applicants for posts where a disclosure will be requested. The Code also requires such organisations to have a written policy on the correct handling and safekeeping of Disclosure information. To assist organisations in meeting this requirement a sample policy statement on the recruitment of ex-offenders will be included with any stationery requests for this form.